



UNITED STATES MARINE CORPS
4TH MARINE CORPS DISTRICT
BLDG 54, SUITE 3, BOX 806
NEW CUMBERLAND, PENNSYLVANIA 17070-0806

IN REPLY REFER TO:

5354
CO
24 Sep 02

COMMANDING OFFICER'S POLICY LETTER 8-02

From: Commanding Officer, 4th Marine Corps District
To: Distribution List

Subj: EQUAL OPPORTUNITY/SEXUAL HARASSMENT POLICY STATEMENT

Ref: (a) MCO P5354.1C

1. In accordance with the reference, the following policy statement is promulgated in order to support the Marine Corps Equal Opportunity Program.
2. Each individual member of this command is a precious resource contributing to our team and mission accomplishment. The Marine Corps' policies on equal opportunity and sexual harassment are clear; discrimination, in any form at any level is unacceptable and will not be tolerated. Consistent with the laws and regulations, we will provide a positive environment for all Marines, sailors and civilians without regard to race, color, religion, sex, age or national origin. I expect every leader to ensure fairness, justice, and equal opportunity are practiced and provided to every individual, every day.
3. As embodied in our core values of Honor, Courage, and Commitment, any discriminatory or degrading practice, whether expressed individually or institutionally, has a negative impact on morale, is counterproductive, and impedes mission accomplishment. It is my intent to deal with all allegations of discrimination and sexual harassment, real or perceived, swiftly.
4. Integral to my goal of providing equal opportunity for all personnel is the requirement for all leaders to take appropriate action on any discrimination complaints brought to their attention. All leaders should strive to resolve discrimination complaints at the lowest possible level. For those requiring it, encouragement should be provided to continue through the chain of command for resolution of complaints. Let me be clear on one issue: REPRISALS RELATED TO SUCH COMPLAINTS WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES.
5. To help promote a healthy environment, we will have an active equal opportunity and sexual harassment program that will involve every leader within the 4th Marine Corps District. Marines, sailors and civilians are our most precious assets and our equal opportunity and sexual harassment program is designed to ensure fair, scrupulous, and unbiased treatment of ALL. It is a simple, yet sacred, obligation. I expect commanders to take prompt and vigorous action where and when deviations from this obligation are discovered. My policy is equality of treatment and opportunity for all our personnel. Commanders must create and sustain tools for developing and maintaining a command climate that affords all personnel, military and civilian, an atmosphere of fairness in the competitive workplace. I look forward to our steady success in achieving such a climate.

A handwritten signature in black ink, appearing to read "C. A. Marshall", is written over the typed name.

C. A. MARSHALL

Distribution: A/B